

STATE OF LOUISIANA - LACARTE PURCHASING CARD PROGRAM

CARDHOLDER PURCHASING LOG - FOR BILLING CYCLE: _____

CARDHOLDER NAME: _____

CARDHOLDER ACCOUNT NUMBER: _____

NO.	DATE	VENDOR NAME	DESCRIPTION	QUANTITY	AMOUNT	RECEIPT DATE	ACCOUNTING INFO.	
							ORG.	RPT. CAT.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

The Purchasing Log is to be used to help reconcile purchases made during the billing cycle by matching the paper memo statement received from the bank to the Purchasing Log and the documentation obtained from the vendors on purchases. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each charge/credit should be verified. The cardholder should then sign and date the Purchasing Log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all purchasing card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the Purchasing Log. After approval, the original documentation, Purchasing Log, and the paper memo statement are forwarded to the Office of Finance and Support Services, Payment Unit. The Office of Finance and Support Services is responsible for cost distribution and record retention.

CARDHOLDER SIGNATURE

SUPERVISOR/REVIEWER SIGNATURE

ACCOUNTING SIGNATURE

DATE

DATE

DATE

OTHER INFORMATION

n
d
